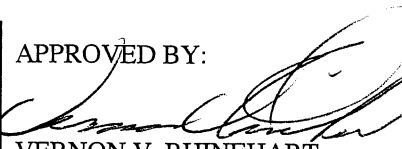


☒ R/W MANUAL CHANGE
(1993 Edition)

RWMC- 141

☐ PROCEDURAL HANDBOOK
(1984 Edition)

RWPH-____-____-____
TRANSMITTAL#____

TITLE: RELOCATION ASSISTANCE	APPROVED BY:  VERNON V. RHINEHART	DATE ISSUED: JUN 24 2004 Page 1 of 1
SUBJECT AREA: CHAPTER 10 - RELOCATION ASSISTANCE	ISSUING UNIT: OFFICE OF RIGHT OF WAY PROJECT DELIVERY	
SUMMARY OF CHANGES: Revises CEFS Form RW 10-5 and instructions; updates forms Table of Contents.		

PURPOSE

CEFS Form RW 10-5, "Payment Request & Relocation Cost Summary," and instructions are revised for RAP Approval (per delegations). Region/District management will have to certify that the payment complies with 49 CFR 24 and Federal Uniform Relocation and Real Properties Act of 1970. This will eliminate the need for HQ R/W Project Delivery to review RAP claims over \$50,000.00.

EFFECTIVE DATE

Immediately.

MANUAL IMPACT

- Remove the superseded pages and insert the attached pages in the Manual.
- Record the action on the Revision Record.

REVISION SUMMARY

<u>Chapter</u>	<u>Remove Old Pages</u>	<u>Insert New/Revised Pages</u>
	Remove the following in its entirety:	Replace with the following in its entirety:
10 - Forms	Table of Contents (REV 3/2004) RW 10-5 (REV 10/2002)	Table of Contents (REV 5/2004) RW 10-5 (REV 5/2004)

CHAPTER 10

Relocation Assistance Table of Contents

FORMS

<u>Form No.</u>	<u>Title</u>
RW 10-1	Owner's Certification of Tenants
RW 10-2	Claim for Relocation Assistance - Residential
RW 10-3	Relocation Diary
RW 10-4	Hold for Future Use
RW 10-5	Payment Request & Relocation Cost Summary
RW 10-6	Relocation Assistance Appeal
RW 10-7	General Information Notice
RW 10-8	Notice of Intent to Acquire – Owner-Occupant
RW 10-9	Hold for Future Use
RW 10-10	Hold for Future Use
RW 10-11	Notice of Eligibility Letter – 180-Day Owner-Occupant
RW 10-11A	Conditional Entitlement Letter – 180-Day Owner-Occupant
RW 10-12	Notice of Eligibility – 90-Day Occupant
RW 10-13	Conditional Entitlement Letter 90-Day Occupant
RW 10-14	Notice of Eligibility – Nontenured
RW 10-15	Notice of Eligibility - Personal Property Only
RW 10-16	Conditional Entitlement Letter - Nontenured
RW 10-17	Notice of Eligibility - Business, Farm or Nonprofit Organization
RW 10-18	90-Day Information Notice – Residential Occupant
RW 10-19	90-Day Information Notice – Nonresidential Occupant
RW 10-20	90-Day Specific Notice – Residential Occupant
RW 10-21	90-Day Specific Notice – Nonresidential Occupant
RW 10-22	Hold for Future Use
RW 10-23	30-Day Specific Notice – Residential Occupant
RW 10-24	30-Day Specific Notice – Nonresidential Occupant
RW 10-25	Certificate of Occupancy and Receipt of Relocation Information
RW 10-26	Hold for Future Use
RW 10-27	Agreement: (Condemnation Settlement Pending) Price Differential Advance to Owner-Occupant
RW 10-28	Hold for Future Use
RW 10-29	Residential - Claim for Moving Expense by Moving Service Authorization
RW 10-30	Claim for Relocation Assistance - Nonresidential
RW 10-31	Business Self Move Agreement – Move Cost Finding
RW 10-32	Hold for Future Use
RW 10-33	Hold for Future Use
RW 10-34	Hold for Future Use

<u>Form No.</u>	<u>Title</u>
RW 10-35	Hold for Future Use
RW 10-36	Hold for Future Use
RW 10-37	Hold for Future Use
RW 10-38	Notice to Acquisition of In-Lieu Payment or Reestablishment Expenses
RW 10-39	Income Certification
RW 10-40	Decent, Safe, and Sanitary Inspection Report
RW 10-41	Computation of Rent Differential Payment
RW 10-42	Replacement Housing Valuation Report Certification and Approval
RW 10-43	Notice of Eligibility – Nonoccupant Owner Leasing Space to Others
RW 10-44	Certification Concerning Legal Residency in the United States (U.S. Residency Certification)
RW 10-45	Agreement to Occupy Replacement Property
RW 10-46	Hold for Future Use
RW 10-47	Self Move Agreement and Claim Form for Under \$10,000 Acquisition

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION
PAYMENT REQUEST & RELOCATION COST SUMMARY
RW 10-5 (REV 5/2004)

CONFIDENTIAL

This document contains personal information and pursuant to Civil Code 1798.21 it shall be kept confidential in order to protect against unauthorized disclosure.

TO: 1) R/W PLANNING & MANAGEMENT BRANCH

2) R/W ACCOUNTING BRANCH

FROM: RIGHT OF WAY RELOCATION ASSISTANCE

Dist Co Rte PM/KP

FEDERAL PROJECT #

FEDERAL PARTICIPATION

On the project ☐ YES ☐ NO

On the parcel ☐ YES ☐ NO

Parcel

EA/Subjob

PAYMENT AMOUNT

RELOCATION
ASSISTANCE
PAYMENT

FEDERAL
ELIGIBLE
6055

FEDERAL
INELIGIBLE
7055

MOVING EXPENSES

☐ Moving Service Authorization

☐ Actual Moving Cost

☐ Schedule

\$

\$

Search Cost

In-lieu Payment

Re-establishment

Mortgage Differential

Price Differential

Incidental Expense

Rent Differential

Down Payment

Other (specify) _____

Totals

\$

\$

DISPLACEE

(1) PAYEE

ADDRESS

AMOUNT

\$

Vendor #

(2) PAYEE

ADDRESS

AMOUNT

\$

Vendor #

(3) PAYEE

ADDRESS

AMOUNT

\$

Vendor #

REMARKS:

FOR ISSUING CHECK

To: District Cashier, Attn: _____

Mail/Return by: _____

Date

CERTIFICATION OF FUNDS (RW Accounting)

I hereby certify that budgeted funds are available for the period and purpose of the expenditure shown..

Initials: > _____ Date: _____

I CERTIFY that this payment, excluding payments made directly to vendors that provide services for the displacee, is not reportable to the Internal Revenue Service and Franchise Tax Board as income and does not require a Payee Data Record (STD 204).

RAP AGENT:

Sign: > _____ Date _____

Print: _____ Telephone: _____

RAP APPROVAL: (per delegations)

I certify that this payment complies with the appropriate sections of 49 CFR 24 and is consistent with the provision of the Federal Uniform Relocation and Real Properties Acquisition Act of 1970, as amended.

Sign: > _____ Date _____

Print: _____ Telephone: _____

RIGHT OF WAY PLANNING AND MANAGEMENT TO COMPLETE UNSHADED FIELDS

TC	SRC DIST	UNIT	CHG DIST	EA	SUB JOB	SPECIAL DESIGNATION	FA	OBJ CODE	DOLLAR AMOUNT	FFY	RPI	REF DOCUMENT	SUFFIX
416								055					
416								055					
416								055					
416								055					
416								055					

PLANNING & MANAGEMENT APPROVAL:

Sign: > _____ Date _____

Print: _____ Telephone: _____

ACCOUNTING NOTE: All data must be entered exactly as shown. Verify coding prior to entry into TRAMS. If any change is necessary, contact R/W Planning & Management who will fax revised copy to R/W Accounting.

Distribution: Original + 1 copy - R/W Accounting; 1 copy - District P&M; 9 1 copy - Originating Office

ADA Notice For individuals with disabilities, this document is available in alternate formats. For information call (916) 654-6410 Voice, CRS: 1-800-735-2922 and ask for 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

**INSTRUCTIONS FOR COMPLETING THE
RELOCATION ASSISTANCE PAYMENT REQUEST & COST SUMMARY
(RW 10-5)**

The RW 10-5 form is completed for all residential and business relocation assistance claims. The completed RW 10-5 and STD 204 - Vendor/Payee Data Record (if the payee is NOT the displacee) are the only documents required for the payment package forwarded to RW Accounting.

The form is completed by three offices: Right of Way RAP, Right of Way Planning and Management, and Division of Accounting - R/W Accounting.

Right of Way Relocation Assistance Office (RAP Agent) completes the following fields:

- Federal Project Number including the appropriate Federal Participation
- District, County, Route, Post Mile, (P.M.)/Kilo Post (K.P.)
- Parcel and Expenditure Authorization (EA)/Subjob number (9 Phase)
- Displacee(s) Name (Head of Household, Business)
- Enter appropriate Relocation Assistance payment type expenses to the Federally Eligible/Ineligible columns, then
- Total(s)
- TERMS: Eligible/Ineligible refer to Federal participation
- Enter remarks to clarify a transaction, if needed
- Payee Information - When multiple payments are requested:
First Payee box should be displacee (to be mailed to district, agent will arrange delivery)
Second and Third Payee boxes may include moving companies, escrow companies, etc.
(RW Accounting completes the shaded Vendor number box)
- For Issuing Check - this will direct checks to Payee by mail or back to District Cashier Office for RAP Section to pick up and deliver. The date entered in the Mail/Return by line will be the date that Accounting places the check in the US Mail or if to District Cashier, the date the check should be in the Cashier's Office. Copy returned to RAP Section by Accounting via inter-district mail.
- RAP Agent - sign and date certifying these payments are accurate and not considered taxable income.
- RAP Approval (per delegations) - sign and date indicating the file has been reviewed and the payments requested are in compliance.

Right of Way - Planning & Management completes the following fields:

- Unshaded area of coding box.
 - Source District** - District with the allocation (funding), a two character field (e.g. 03 - Northern Region, 06 - Central Region, 23 - Southern Region, Districts 04 and 11).
 - Unit** - Cost center number, a three-character field using the series of 400 (e.g. 470).
 - Charge District** - District receiving the benefit of the allocation or where the parcel is located, a two-character field (e.g. 07).
 - Expenditure Authorization (EA)** - Authority to do work, a six character field. EA always starts with 0 - 4 and ends with "9" or "H" (e.g. 1198U9).
 - Sub Job** - Assigned to individual jobs initiated under center blanket work authorization, a five-character field (e.g. 30001).
 - Special Designation (SD)** - Always start with a 1 plus the parcel number. Only alpha or numeric characters are to be used. Use "X" between multiple parcel numbers. Only "X" can be used as a spacer (e.g. 198765X1X2).
 - Federal Aid Eligibility (FAE)** - A one character field, use either 6 or 7. Use FAE 6 when eligible for Federal Funding or 7 when ineligible for Federal funding (State or reimbursement funding).
 - Dollar Amount** - Amount of Relocation Assistance Payment
 - Funding Fiscal Year (FFY)** - Use current year.
 - Reference Document (Ref Document)** - An eight-character field followed by a two-character field. Start with RA plus spacer (0), followed by a parcel number. Use only (0) as a spacer (e.g. RA098765-00). Use Reference Document only during Year-end closing period (June & July).
 - Suffix** - Two characters.

Division of Accounting - R/W Accounting completes the following fields:

- Shaded areas of coding box
 - Transaction Code (TC)** - a three digit code that uniquely identifies and accounting event.
 - Object Code** - A three-character field. On form RW 10-5, use "055" - Relocation Assistance Payments.
 - Reportable Payment Indicator (RPI)** - a code used to identify vendor payments that can be reportable to the Internal Revenue Service for tax purposes.
 - Initial and date in Certification of Funds indicating that the R/W Accounting Liaison has confirmed through EAS/COMS or TRAMS that the EA is masterfiled and funding is available.
-